

17 DEC 1974

**ADMINISTRATIVE-INTERNAL USE ONLY**

MEMORANDUM FOR: Plans and Programs Staff/OL

SUBJECT : Material for Presentation At the Winter  
Conference of Deputy DirectorsREFERENCE : Mult Adse Memo dtd 6 Dec 74 fm D/L,  
subject sameAnti-inflation MeasuresProblems and/or Suggested  
Improvements1. Paper Conservation

a. Reuse of envelopes, folders, scrap paper for notes, etc. A 90 day testing period, ISAS initiated, is being conducted of reusable plastic envelopes to determine their practicality as a substitute for standard paper envelopes.

Still not observed Agency-wide. Top management, possibly, through use of ISAS and RMO's, should stress the importance of employee education on conservation practices.

b. Production of paper tablets by Printing Services Division from scrap paper (sizes 3x5, 5x8, and 8x10). These tablets are allocated to BSB Supply Room at negligible cost to PSD and no cost to the customer.

This paper conservation measure is operating well and is an effective cost reduction measure.

c. Elimination of duplicate courier receipt forms in use by Agency courier services.

Action on centralizing Agency courier receipts with a single form will be delayed until OL takes over complete Agency courier system.

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2. Energy Conservation

a. Reduction in gasoline consumption due to a decrease in miles traveled by Agency vehicles as a result of consolidation of the garage facility at Headquarters, and Agency Courier Service consolidation.

compatible data for corresponding periods in FY 74 and 75 show that monthly mileage and gasoline consumption during FY 75 have increased due to greater Agency vehicle usage. Management should stress the necessity to eliminate nonessential use of Agency vehicles.

3. Cost Reduction Measures

1. Elimination of 10 courier positions, 5 to 8 vehicles, and a reduction in courier runs and gasoline consumption as a result of Courier Service consolidation measures.

Net effect of the Courier consolidation will not be felt until FY-76.

2. Savings in Mail and Courier Branch because of closer monitoring of Penalty Indicia postage (preprinted postage on envelopes). ✓

Continue program to educate customers on postage conservation.

3. Reissuing overhauled manual typewriters by Building Services Branch.

Majority of turn-in manual typewriters are obsolete and nonserviceable. The result is a shortage of issuable manual typewriters with no immediate resolution.

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4. Utilization of BSB storage area for stocking reissuable unitized metal furniture items. This reduces number of metal furniture requests filled by [REDACTED].

Limited space necessitates the storage of only the more frequently requested unitized metal furniture items.

5. Elimination of non-essential administrative supply items from BSB Supply Room.

No customer resistance has been observed. Continue program of eliminating supply items that are non-essential and/or overly expensive where cheaper substitutes are available.

6. Increase minor work orders in Space Maintenance and Facilities Branch from \$50 to \$100 limit per request. This procedure has reduced paperwork for the Agency and GSA by approximately 20%, for minor job orders.

No problems to date. Continue implementation.

7. Review of [REDACTED]  
[REDACTED] Space Maintenance and Facilities Branch to improve internal control and eliminate position of machinist.

In light of the operational acceptability of the present tube system, the costs associated with a remote monitoring system or any other attempt at tube system automation are prohibitive. Because most machine shop work is not Carrier Maintenance related, the position of machinist will be eliminated and work contracted with commercial concerns.

[REDACTED]  
Chief

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